

HIGHLANDS RECREATION DISTRICT BOARD MEETING

Tuesday, September 9 2014

Attendants:

BOARD-

Pam Merkadeau (PM)

Hal Carroll (HC)

Johanna Anton (JA)

Jim Sell (JS) (arrived at 6:45 PM)

ABSENT: Michelle McNeil (MM)

STAFF-

Brigitte Shearer (BS)

Rebecca Hitchcock (RH)

CALL TO ORDER

The meeting was called to order at 7:21 pm by Board Member PM

REVIEW AND APPROVAL OF THE MINUTES

Board Member HC made a motion to approve the minutes of the August 12, 2014 Regular Board Meeting (JA second). The Board voted as follows: JS: yes, HC: yes, PM: yes, MM: absent, JA: yes.

INTRODUCTION OF GUESTS

Liesje Nicolas

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Board Member Jim Sell submitted his resignation to the Board, effective immediately. Jim's service on the Board will be recognized at the Summer Concert on September 13th.

MANAGER'S REPORT

A. Programming –

- a. ASP – Back to school season has been successful. New windows and a new tv have been installed in the social room. Board Member HC requested a plan to manage In Crowd capacity as school enrollment continues to climb.
- b. EEC – EEC revenue is lower YTD because we no longer offer partial day spaces in the Monkey Room and due to the timing of transitions to new classrooms and Kindergarten. Future EEC fee structure for residents vs non-residents was discussed.
- c. Pool – Lifeguard and Jr Guard programs were very successful this year. Snack shack sales were strong. New fall staff hiring is going well. Swim team groups all have wait lists. J. Franco is doing well as interim Aquatics Supervisor
- d. Seasonal Programs – August movie night was a huge success, and there are requests for more such events. REcEnroll transition is nearly done and going

well. Fall registration was busy. Having Rec Coordinator in place was very helpful.

- B. Facilities & Grounds – The gym ceiling and walls have been painted. Fitness room and GM office have new windows. August 25/26 cleanup of ASP and EEC spaces was very thorough. Pathway lighting has been improved through additional lights, brighter LED bulbs and tree trimming. The parking lot has been resurfaced and now has more arrows. Pool covers will be replaced/ repaired in November. WE have contracted with an HVAC maintenance firm to do annual reviews/ inspections of our EEC HVAC system. We are still working with CalFire and FireSafe Council to attend to the brush piles cleared earlier this year in the open space. Grant funding will pay for this work.
- C. Administration – The Rec will receive the SDLF Transparency Certificate at the CSDA conference in October. BSS summarized the process for appointing a Candidate to fill the Board vacancy: Notices will be placed on Nextdoor, the Rec website, the lowdown and around the Rec. Applications are due by 5pm October 6th. The Board expects to hold a special meeting in late October to interview candidates and the Board will then appoint a new member at the November meeting. Due to Election Day, Veteran's Day and Board Appointment requirements, the November meeting will be held on November 6 at 7pm.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- A. Approval of Resolution 2014-1 – Reaffirmation of Adherence to Ralph M. Brown Act and Approval of Resolution 2014-2 – Reaffirmation of Compliance with Public Records Act and Adoption of a Public Records Act Policy: Board Member JA made a motion (HC second) to approve both motions and the motion passed. HC: yes, PM: Yes, MM: Absent; JA: yes
- B. UPCOMING MEETINGS: OCTOBER 14, OCTOBER 23 or 27 (Special Meeting), NOVEMBER 6 (Thursday)

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member HC's questions were addressed. Board Member HC made a motion to pay the bills (JA second) and the motion passed. HC: yes, PM: Yes, MM: Absent; JA: yes

ADJOURNMENT

Board Member HC made a motion to adjourn the meeting (JA second) and the motion was passed. HC: Yes, PM: Yes, MM: Absent; JA: yes. The meeting was adjourned at 8:31 pm.

Respectfully submitted,
Brigitte Shearer
Board Secretary